



**DEPARTMENT OF THE AIR FORCE
6TH AIR MOBILITY WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA**

MACDILLAFBGM2015-51-01

3 September 2015

MEMORANDUM FOR MACDILL AFB PERSONNEL

FROM: 6 AMW/CC

SUBJECT: Alternative Dispute Resolution (ADR) for Workplace Disputes Guidance Memorandum (GM)

RELEASABILITY: There are no releasability restrictions on this publication.

1. By order of the Commander, MacDill AFB, this Guidance Memorandum immediately implements AFI 51-1201, *Conflict Management and Alternative Dispute Resolution in Workplace Disputes*, para 3.10.2. requiring managers, and supervisors to participate in good faith in an ADR process when a dispute is determined to be appropriate for ADR. It also encourages military and civilian employees to consider the use of ADR in conjunction with traditional methods of pursuing solutions to workplace disputes. This GM applies to all personnel assigned or attached to the 6th Air Mobility Wing. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Compliance with this memorandum is mandatory. To the extent, its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management.

2. Personnel need to be committed to utilizing alternative methods for resolving disputes in all of our activities. Alternative Dispute Resolution (ADR), specifically mediation and facilitation, provides an opportunity for individuals involved in workplace disputes to come together in a non-adversarial way to explore solutions to conflict. Maintaining a productive work environment in which disputes are prevented or settled quickly and at the lowest possible organizational level is essential to the effective functioning of the Air Force and the accomplishment of its national security mission. ADR and other early conflict management processes have been shown to be highly effective in efficiently resolving workplace disputes and decreasing the amount of destructive conflict, while conserving scarce resources.

3. Air Force experience has shown managers, union officials, and employees generally prefer the control of the outcome that the ADR process provides vice the uncertainty of other more formal processes. Mediation and facilitation allow for fair, impartial resolution of issues at the lowest levels by the people directly involved. They increase productivity, saving both time and

RAPID GLOBAL MOBILITY...UNMATCHED INSTALLATION SUPPORT!

money, and add a dimension of improved communication between individuals; thereby increasing the likelihood the parties involved will reach a result they find mutually acceptable. This mutual agreement facilitates an amicable return to working relationships and places the focus on mission accomplishment rather than a dispute. ADR is intended as an alternative problem solving technique to resolve workplace issues. The addition of ADR does not replace existing administrative processes, nor does it change any rights of employees.

4. Working together, we can overcome barriers and improve our cooperative working relationships.
5. For more information, please contact Ms. Michelle Celadon, ADR Manager, at 828-1199.
6. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

DANIEL H. TULLEY, Colonel, USAF
Commander